



Dear McNair Project Director:

Enclosed is a copy of the performance report for the Ronald E. McNair Postbaccalaureate Achievement program (McNair) for program year 1997-98. The completed report is due **December 31, 1998** and should be mailed or delivered to the Department at one of the following addresses:

Reports Delivered by Mail:

U.S. Department of Education
Federal TRIO Programs (CFDA #84.217)
600 Independence Avenue, SW
Portals Building, Suite 600
Washington, DC 20202-5249

Reports Delivered by Courier

U.S. Department of Education
Federal TRIO Programs (CFDA #84.217)
1250 Maryland Avenue, SW
Portals Building, Suite 600
Washington, DC 20202-5249

The performance report package includes the report form as well as general and specific instructions to assist you in completing the requested information. The following supplemental suggestion is provided to further facilitate the use of the report form:

Section III, Provision of Services

Item A under this section requests a breakdown of the various services provided to students by category/type. For purposes of this reporting form, summer internships (A.1) refers to those activities for which the legislated stipend of up to \$2,400 has been paid to students who participated in research activities. Research (item A.7) is any unpaid activity engaged in by the participants or research activities that have been paid from non-McNair sources.

We have made no changes to the performance report requirements. However, we are providing some additional information and technical assistance to help you complete the report form completely and accurately.

An ASCII text file on a virus-free 3.5-inch floppy disk is the preferred format for the computer data file to be submitted in response to Section II. However, if you are unable to create the ASCII text file from your current database, we have developed an easy-to-use, self-installing software application that can be used to collect and submit the required information. This application is designed to reduce the number of potential errors associated with importing data. Further, this new application may be used to complete the entire report (Sections I through IV); thus, eliminating the need to submit a hard copy of Sections I, III, and IV of the report with the computer disk for Section II.

In order to properly run this application, you must have an IBM-compatible PC with Windows 95. The application will be available for download from the following web site by the middle to end of October:

(<http://www.ed.gov/offices/OPE/OHEP/hepss/mcnair.html>)

Further, to offer additional technical assistance, we have enclosed with this letter a list of frequently asked questions and our responses. Please contact your program officer directly if you need additional information or assistance in completing the performance report. We are coordinating with technical staff to address any problems you may have with the creation of the electronic student data file. For your convenience, we have included a listing with the program officer's name, telephone number and email address. We have also included two project labels to be attached to the diskette and any paper reports submitted.

Sincerely,

Steven G. Pappas
Director
Federal TRIO Programs

Enclosures

Performance Report Form and Instructions
Frequently Asked Questions and Responses

RONALD E. MCNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM PERFORMANCE REPORT

Title IV-A of the Higher Education Act of 1965,
as amended (P.L. 100-50)

SECTION I: PROJECT IDENTIFICATION, CERTIFICATION, AND WARNING

A. PROJECT IDENTIFICATION

1. CONTACT PERSON: _____

2. NAME OF INSTITUTION: _____

3. ADDRESS: _____

Street

City

State

Zip

4. TELEPHONE NUMBER: () _____

5. GRANT NUMBER: P217A5 _____

6. REPORT PERIOD: _____ to _____
Mo. Day Yr. Mo. Day Yr.

7. FUNDING CYCLE YEAR: 1995-1996__ 1996-1997__ 1997-1998__ 1998-1999 __ 1999-2000 __

AMOUNT AWARDED (Report period): \$ _____

B. CERTIFICATION BY CONTACT PERSON AND INSTITUTIONAL REPRESENTATIVE

I certify that the information reported herein is accurate, complete, and readily verifiable to the best of my knowledge.

and Title of Contact Person (Print) Name and Title of Certifying Official (Print) Name

Signature

Signature

Date

Date

C. WARNING: This information is required to obtain or retain a benefit as required by existing law (20 U.S.C 1231a) and regulations (34 CFR 74.82 and 34 CFR 75.720).

AGENCY DISCLOSURE OF ESTIMATED BURDEN: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0640. The time required to complete this information is estimated to average five hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to the U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of the form, write directly to: Higher Education Preparation and Support, U.S. Department of Education, 600 Independence Ave SW, The Portals Building, Suite 600D, Washington, DC 20202-5249.

SECTION II -- RECORD STRUCTURE FOR INFORMATION ON PROJECT PARTICIPANTS

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Ronald E. McNair Postbaccalaureate Achievement Program (McNair) under Title IV of the Higher Education Act of 1963, as amended (Pub. Law 102-325, sec. 402E). In accordance with this authority, the Department receives and maintains personal information on participants in the McNair program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.

Information on the number of participants served during this reporting period should be formatted in accordance with the record structure included with this report.

This record structure is the same as the form distributed last year with the addition of field #17 (PR Award Number). The only changes in the document are cosmetic. **If you are transmitting your report as an ASCII text file in the same manner as the previous year, you do not need to change your format.** If, however, you are submitting your data in a file format other than ASCII, please note the Database Column Names in column three below are provided to standardize the field headings for the performance report submissions. Please change any header names you are using to match those in the Database Column Name. This will help the Department convert the information you provide into a usable format.

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
1	Social Security Number	SSN	9	1	9	Numeric	NOTE: Please format the SSN in nine digits greater than 0 without using any characters (letters, dashes) in the number (e.g., 123456789)
2	Batch Year	BatchAY	2	10	11	A/N	97 For project year 1997 -1998
3	Student's Last Name	LastNM	16	12	27	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response If non-blank, will be justified with an uppercase A-Z in first position.
4	Student's First Name	FirstNM	9	28	36	A/N	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response If non-blank, will be justified with an uppercase A-Z in first position.
5	Student's Middle Name	MI	1	37	37	A/N	Uppercase A to Z Blank = No response
6	Student's Date of	DOB	8	38	45	Numeric	Format is MMDDCCYY, e.g., 01011900 to 12312000;

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
	Birth						MM = 01 - 12 DD = 01 - 31 CC = 19-20 YY = 00 - 99 000000 or Blank = No response
7	Gender	GenderCD	1	46	46	Numeric	1 = Male 2 = Female Blank = No response NOTE: The only valid response for this field is 1 or 2.
8	Race/Ethnicity	EthnicityCD	1	47	47	A/N	1 = American Indian/Native American 2 = Asian/Pacific Islander 3 = Black (non-Hispanic) 4 = Hispanic 5 = White (non-Hispanic) 6 = Other 0 or Blank = No response NOTE: The race/ethnicity categories used here are the only categories officially approved by OMB for Federal data collection. For those students of a multi-racial background, you may use “6” for “Other.”
9	Eligibility	EligibilityCD	1	48	48	A/N	1= Low Income/First-Generation 2= Underrepresented NOTE: Groups underrepresented in graduate education. The following ethnic and racial groups are currently underrepresented in graduate education: Black (non-Hispanic), Hispanic, American Indian/Native American
10	First School Enrollment Date	FirstEnrollDT	8	49	56	Numeric	Format is MMDDCCYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 89 - 00 000000 or Blank = No response
11	Project Entry Date	ProjEntryDT	8	57	64	Numeric	Format is MMDDYY, e.g., 01010000 to 12312000; MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 (00 = 2000) 000000 or Blank = No response
12	Participant Status	PartCD	1	65	65	A/N	1 = New Participant (for reporting period)

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
							2 = Continuing Participant 3 = Prior Yr. Participant 0 or Blank = No response NOTE: A new participant is one served by the project for the first time in this reporting period. A continuing participant is one who was served by the project for the first time in another reporting period who also received project services during this reporting period. A prior year participant is one who received project services in a previous reporting period but who has not received services during this reporting period.
13	College Grade Level (Entry into project)	EnterGradeLV	2	66	67	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2 nd yr./sophomore 04 = 3 rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduates Blank = No response NOTE: Use institutional criteria for codes 03, 04, 05, and 06 only for students who have the required number of credits and GPA to be classified at the institution as sophomore, junior, senior, and other undergraduate respectively.
14	College Grade Level (Current)	CurrentGradeLV	2	68	69	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2nd yr./sophomore 04 = 3rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduates 07 = 1st yr. graduate/ professional 08 = 2nd yr. graduate/ professional 09 = 3rd yr. graduate/ professional 10 = Beyond 3rd yr. graduate/professional Blank = No response NOTE: A project must track and thus report on the current college grade level of each current and prior year participant until the participant earns the doctoral degree.

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
15	End of Year Enrollment Status	EndEnrollCD	2	70	71	A/N	01= Enrolled in Undergraduate Degree Program 02= Dismissed or Withdrew 03= Graduated 04 = Enrolled in Graduate Degree Program 00 or Blank = No response
16	Degree	DegreeCD	1	72	72	A/N	1 = Bachelor's Degree 2 = Master's Degree 3 = Doctoral Degree Blank = No response NOTE: Valid one-digit degree code
17	PR/Award Number	PR	10	73	82	A/N	Number in Block 5 of the project's Grant Award Notification NOTE: Include only the ten digit PR/Award Number that begins with P217A_ _ _ _ _ . Do not include the suffix for the fiscal year in this field.

Sample ASCII Text file layout with 2 student records:

```
12345678997Smith      Joseph  E10151969131091519950920199720404011P217A50000
98765432197Jones      Helen   A05151970211021719970920199710303011P217A50000
```


SECTION III: PROVISION OF SERVICES

0 SCHOLARLY ACTIVITIES	NUMBER OF PARTICIPANTS
1. Summer Internships	_____
2. Academic Counseling	_____
3. Tutorial Assistance	_____
4. Financial Aid Assistance	_____
5. Admission Assistance	_____
6. Seminars	_____
7. Research (Other than research internships)	_____

B. OTHER SCHOLARLY ACTIVITIES DESIGNED TO PROVIDE STUDENTS WITH PREPARATION FOR DOCTORAL STUDY (SPECIFY)	NUMBER OF PARTICIPANTS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

SECTION IV: NARRATIVE

The narrative section of the final report is your opportunity to describe your project outcomes and the extent to which you implemented the goals and objectives outlined in the application. List the specific objectives of your projects. State the outcomes of your project activities in measurable performance terms. If you did not implement a goal or objective, the narrative should discuss this reason. This section should also discuss the project's results or failure in meeting the legislative purpose of the Ronald E. McNair Postbaccalaureate Achievement Program. **THIS SECTION SHOULD NOT EXCEED TEN (10) PAGES.**

For example,

OBJECTIVE	OUTCOME
To place 50% of the graduating seniors in postbaccalaureate programs.	65% of the graduating seniors were placed in postbaccalaureate programs.

RONALD E. MCNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM (MCNAIR) ANNUAL PERFORMANCE REPORT FREQUENTLY ASKED QUESTIONS AND RESPONSES

We received numerous questions about completing the 1996-97 McNair Annual Performance Report. Over the past year, the College and University Support Team collected these questions in order to respond to both technical issues and programmatic concerns. Listed below is a summary of the most frequently asked questions divided into what we define as “Technical Issues” and “Programmatic Issues”. “Technical Issues” are questions concerning the computer programs or software issues. “Programmatic Issues” are policy interpretations of the data requirements of the program.

TECHNICAL ISSUES:

1. What is an ASCII text file?

An ASCII file is a text only document that contains no formatting, e.g., word processor files insert special (non-readable) characters for bold text, italic text, and underlined text, etc. Most major word processors will save a document as an ASCII text file, usually under the Save As... and Save As Type. . . options. This will remove all special formatting from the file. The advantage to an ASCII text file is that it is a standardized file type and many different software packages can read the data in the file.

2. What is a delimited text file?

A delimited text file contains rows of information that could be displayed as a spreadsheet or table format. However, since it is a text-only file, no special formatting can break up the information into columns. Therefore, a delimited text file consistently uses characters throughout the document to indicate a column break. These characters are known as the delimiters. Nearly any character can be a delimiter, but the most common delimiters are the comma and tab. Following is an example of using delimiters:

Prefix	First Name	Middle Initial	Last Name
Mr.	John	T.	Doe
Mrs.	Jane	A.	Smith

The previous table contains two records of data, one for each person. An example of a comma delimited text file containing the same information, without the column names, is as follows:

```
“Mr.”,”John”,”T.””Doe”  
“Mrs.”,”Jane”,”A.”,”Smith”
```

A tab-delimited file would essentially be the same, but tabs would replace the commas.

3. What does “A”, “N”, and “A/N” mean in the Type column of the record structure (Section II of the performance report)?

These letters are abbreviations for the following types of data:

“A” stands for alpha characters (A to Z). For those fields designated by an “A”, only alpha characters are valid entries.

“N” stands for numeric characters (0 to 9). For those fields designated by a “N”, only numbers should be provided. For example, Field #1 requests the student’s social security number (SSN). The only valid entries in this field are numbers. Hyphens should not be inserted in this field.

“A/N” stands for alpha and numeric characters. Fields designated by “A/N” may contain alpha characters (A to Z); numeric characters (0 to 9); and punctuation marks such as periods, apostrophes, and dashes.

4. What are the requirements for the McNair Participants Database?

The McNair Participants Database is a one-form application that allows grantees to enter and send all the student data required by the Department of Education. This application will be sent to grantees upon request. If you are unable to create the ASCII text file from your current database, then you may use this application designed to reduce the number of potential errors associated with importing data. This application can also provide you with a method to track your own student data. In order to properly run this application, you must have an IBM-compatible PC with Windows 95. The application will be available for download from the following web site: (<http://www.ed.gov/offices/OPE/OHEP/hepss/mcnair.html>). You may also get a copy of this application by contacting your program officer.

5. What if the data is in MS Works Spreadsheet?

When the user finishes entering all data into the MS Works database, the best format to send that data to the Department of Education is as a dBase file. To create a dBase file from MS Works, insert a floppy diskette into the A:\ drive. Start MS Works and the database that contains all the student data. Select Save As from the File menu. Save File As Type will be an option on the Save As dialog box. Under Save File As Type, the user needs to select dBase IV. Also, select the A:\ drive as the file destination. Then select Save or OK. Once it has finished saving the file to the floppy disk, remove the disk from the A:\ drive and check to make sure it is labeled. Then, the user can send the floppy to the Department of Education.

6. How can one prevent Microsoft EXCEL from automatically dropping the initial “0” in a date field?

EXCEL attempts to convert all numbers to a correct format. By entering “022571” in a field, EXCEL will convert that to “22571” because that is a true number. To avoid this problem, the cell needs to be formatted as a text field. If you are entering data where an entire column will be in above format, select the entire column by clicking on the grayed column name, for example “E”. The next step is to select the Format menu and the “Cells...” prompt. You can also do this by clicking on your right mouse button and selecting “Format Cells...” A tabbed dialog box should

now appear. The first tab is named “Number”, and that is the tab you need to work with. Change the category to “Text”. DO NOT change the category to “Date”, because it can give you some unexpected results. Once the cell/cells have been formatted as text, EXCEL will maintain the original “0” in “022571”.

Programmatic Issues

1. What is a “batch year”?

The Batch Year (field #2 in the Section II of the required data elements) is the grant year that is reported. The grant year is determined by the date the school year initiates its grant program, regardless of what date the school academic year ends. The Batch Year was chosen because the projects are forward funded, e.g., FY1997 funds are used to fund the 1997-1998 project year. For this McNair annual performance report, the requested Batch Year is 97 so the grantee needs participant information from the Fall of 1997 through the Spring/Summer of 1998.

2. Should prior year participants be included in Section II?

Yes. The data file requested in Section II of the performance report should be a complete listing of all participants served during this reporting period and all prior year project participants that received project services in a previous reporting period but who were not active project participants during this reporting period.

3. How long after leaving a McNair program should student records be maintained on the database file?

The goal of the McNair program is to “provide disadvantaged students with effective preparation for doctoral study”; thus, it is essential for projects to annually submit updated information on all project participants through completion of their academic programs.

4. What is the difference between prior year participants and continuing participants?

Prior year participants are any students previously served by the project but who have not received services during the reporting period. Continuing participants are any students who were served by the project for the first time in another project (reporting) period who also received services during this project (reporting) period.

5. Should a project report on students who qualified for the project, but were not served, if they are tracked as a comparison group?

Students who did not receive services from the project are not considered project participants and therefore should not be included in Section II. However, students may be used as a comparison group for reporting accomplishments. A project may maintain information and track the progress of these students to document the progress of McNair participants compared to non-McNair participants.

6. What is the “First School Enrollment Date” (field #10)?

The “first school enrollment date” (field #10) is the date the McNair participant first enrolled in a program of postsecondary education. Include this information for all students served by the McNair project even if the student did not begin or is not currently enrolled at your institution. The purpose of this data field is to determine the length of time from initial enrollment in postsecondary education through undergraduate, graduate, and doctoral degree completion.

7. What date should be used to determine the “Current College Grade Level” (field #14) of McNair participants?

Report in field #14 the participant’s grade level as of the end of the reporting period (i.e., September 30, 1998). For prior year participants no longer enrolled in a postsecondary program, leave this field blank.

8. Are projects to report on McNair participants who dismissed or withdrew from the project in field #15?

No. Field #15 is to be used to report the institutional enrollment status of the McNair participants only.